



EXECUTIVE DIRECTOR  
NATIONAL HEADQUARTERS  
CIVIL AIR PATROL  
UNITED STATES AIR FORCE AUXILIARY  
MAXWELL AIR FORCE BASE, ALABAMA 36112-6332

16 November 2001

MEMORANDUM FOR WING AND REGION COMMANDERS

SUBJECT: Communications Equipment Management System (CEMS) Launch

1. I am pleased to announce the successful launch of the Communications Equipment Management System (CEMS) on 1 October 2001. This new database tool will allow us to keep better track of our valuable communications resources and should improve our accountability track record. As of the launch date, all communications equipment has been moved from the former "LG System" (CAPWatch) to CEMS.
2. For those of you who may be new to this project, let me explain that CEMS was born out of the many inspections CAP received over the last two years by several outside agencies. In response to problems they noted, a cooperative group of employees and volunteers began work on a completely new system which would allow positive tracking and accountability of communications equipment from "cradle to grave" utilizing the concepts of "life cycle management" and the convenience of web-based access to all points in the organization.
3. As briefed in the communications and logistics seminars in Cincinnati, and by letter from CAP/LG dated 18 September 2001, the transfer of the responsibility for the communications equipment from the logistics program to the communications program accompanies the launch of CEMS. This means the DC will now be the responsible staff officer (under the commander) to account for all communications equipment and ensure the proper documentation in CEMS.
4. Changes to CAPR 20-1, 67-1 and a new 100-2 are in the works to formalize this transition and the DC's have been given access in order to begin using the new database. Commanders and DC's can authorize other staff members, where necessary, to perform transactions in CEMS by contacting DOK or the NTC. As the regulations are being coordinated, we respectfully request your support of this positive move to improve our management processes.

A handwritten signature in black ink, appearing to read "Robert L. Brooks".

ROBERT L. BROOKS  
Colonel, CAP  
Executive Director